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## C-A OPERATIONS PROCEDURE MANUAL

### 9.5.10 C-A Site Specific Accountable Sealed Source Control Procedure

#### Attachments

Text Pages 2 through 3

#### Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: Signature On File \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

P. Cirnigliaro

C-A-OPM 9.5.10 (Y)

Revision 01  
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## **9.5.10 Site Specific Accountable Sealed Source Control Procedure**

### **1. Purpose**

This procedure describes C-A Departmental requirements to control [accountable radioactive sealed sources](#), employing the Brookhaven National Laboratory (BNL) Standards Based Management System (SBMS) [Sealed Radioactive Source Control](#).

### **2. Responsibilities**

- 2.1 The C-A Source Custodian shall maintain accountability and control of accountable sealed sources employed at the C-A Department, be responsible for the physical control of any accountable sources assigned to the department, other than those owned and controlled by the Health Physics Office.
- 2.2 The C-A Source Custodian shall coordinate the procurement of all accountable sealed sources by C-A staff.
- 2.3 The C-A Source Custodian shall be responsible for ensuring source user's receive appropriate training.
- 2.4 Users shall be responsible to follow the rules for sealed source procurement, safe use, and storage.
- 2.5 The Radiological Control Division (RCD)/Facility Support (FS) Representative, or designee, shall be responsible to ensure required leak checks/surveys of all accountable sealed sources are performed.

### **3. Prerequisites**

- 3.1 Department Management shall appoint a C-A Source Custodian. The Source Custodian shall attend the training courses Radiological Worker I Training and Sealed Radioactive Source Accountability and Control.
- 3.2 Users of accountable sealed sources shall complete C-A Users Training, Radiation Worker I Training, and be briefed on C-A Department specific requirements.

### **4. Precautions**

None

## **5. Procedures**

- 5.1 Procurement of accountable sealed sources shall follow the procedure set forth in SBMS [Procurement of Sealed Sources](#).
- 5.2 Receipt and Delivery of accountable sealed sources into the C-A Department shall follow the procedure set forth in SBMS [Receipt and Delivery of Sealed Sources](#), including the use of SBMS [Sealed Radioactive Source Inventory Form](#) by the C-A Source Custodian.
- 5.3 The C-A Source Custodian shall Maintain, Inventory, and ensure leak testing of accountable sealed source are in compliance with SBMS [Use, Maintenance, Inventory, and Leak Testing of Sealed Sources](#). The C-A Source Custodian shall maintain a log of this information. Inventory and leak test documentation shall be retained on the SBMS [Sealed Radioactive Source Accountability Form](#).
- 5.4 The C-A Source Custodian shall employ the SBMS procedure [Retirement, Off-Site Shipment, and Disposal of Sealed Sources](#), as applicable.
- 5.5 The C-A Source Custodian shall employ the SBMS procedure [On-Site Transfer of Sealed Sources](#), as applicable.

## **6. Documentation**

None

## **7. References**

BNL SBMS [Sealed Radioactive Source Control](#)

## **8. Attachments**

- 8.1 [C-A-OPM –ATT 9.5.10.b “C-A Site Specific Training Materials”](#)